

University of Connecticut  
JOB OPPORTUNITY  
Building Superintendent 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Location:** Storrs, Connecticut

**Job Posting No:** 2015056

**Hours:** Monday-Friday, 8:30 a.m. – 4:30 p.m.

**Closing Date:** September 9, 2014

Schedules, assigns, supervises and reviews work of eighteen (18) Student Union maintenance staff and a student employee set-up crew; establishes implements and conducts training for new and current members of the maintenance staff, this includes the proper use of equipment and cleaning solutions and chemicals used by staff. Performs employee evaluations on maintenance staff; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on development of policies and standards; prepares bi-weekly payroll reports, timecards, and quarterly attendance reports and approves all requests for use of accrued time by maintenance staff; inspects all Student Union facilities, meeting rooms, service spaces, custodial closets, loading dock and outside grounds in order to identify and prioritize work of the maintenance staff; acts as a liaison with other University Departments, i.e., University Facilities Operations to ensure that all the necessary work is identified, completed, and billed accurately; assists in the supervision of outside contractors performing warranty or service work as needed; prepares reports and correspondence; properly maintains equipment by following manufactures guidelines and maintains an adequate supply of repair materials for the equipment; conducts regular and special inspections to insure compliance with standards; inspects properties for defective lighting, plumbing, heating, ventilating and similar facilities and equipment and assigns staff to remedy same or report to supervisor.

Interprets and assures that the meeting rooms and large event spaces are properly set-up according to the daily operations reports; performs skilled tasks as appropriate; including electrical, plumbing, painting, carpentry, and general construction; and remains on twenty-four (24) hour call for emergencies. This position is identified as "emergency support". Ability to develop and implement a safety program for custodial and skilled maintenance staff; investigates reports of willful or malicious damage to state property; supervises minor repair work not requiring services of trades workers; maintains inventory control program to control costs of materials and supplies; assists with the development of budgets and staffing levels; and performs related duties as required.

**Eligibility Requirement:** Must currently be a Building Superintendent 1 for the State of Connecticut **or** have held status as a Building Superintendent 1 for the State of CT **or** possess an active Building Superintendent 1 exam score.

**Knowledge, Skills and Abilities:** Considerable knowledge of building custodial care, minor maintenance and operations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; oral and written communication skills; ability to inspect and diagnose repair and improvements needs and to recommend and follow through on solutions; ability to handle problems in one or more areas such as security, transportation, or stores; ability to utilize computer software; supervisory ability.

**General Experience:** Four (4) years of experience in building management or in the operation or maintenance of buildings.

**Note:** Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis

**Special Experience:** Three (3) years of the General Experience must have been in a lead capacity in either the maintenance of buildings or the military experience referenced above.

**Note:** For State Employees this is interpreted at or above the level of Lead Custodian.

**Special Requirement:**

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.
2. Appointment to unclassified positions within the Connecticut Marketing Authority will be in accordance with Section 22-63a(d) of the Connecticut General Statutes.

**Physical Requirement:**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

**Working Conditions:** Incumbents may be required to lift and may be exposed to some risk of injury from equipment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested candidates meeting the qualifications may respond by submitting resume, cover letter and references to Husky Hire at [www.jobs.uconn.edu](http://www.jobs.uconn.edu). References should include the name, email address and phone number of three professionals associated with the candidate. Submissions without this information will not be considered. Application deadline is Tuesday, September 9, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. The University of Connecticut is an EEO/AA employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.